

1-29-08

9:15am

# MEETING ACTION NOTES -

Present: Dan Pulcrano (Chair of Subcommittee), Ed Rast (Member), Lisa Herrick (Staff), Dottie Disher (Staff), Steve Turner (Staff), Barbara Conly (Staff), Tom Norris (Staff)

City Hall Wing – 242

Agenda Item #	Description of Action Taken/Action Item	Owner's Name (if applicable)	Target Date (if applicable)
1.	Approval of January 8, 2008 Action Notes		
2.	Reference materials for discussion <ul style="list-style-type: none"> <li>a. eGov Policy</li> <li>b. Purpose of City Website</li> <li>c. Privacy &amp; Disclosure</li> <li>d. Security</li> <li>e. Disclaimer</li> </ul>		
3.	<p>Review Technology Recommendations, dated 01-24-08 redlined version.</p> <p>Discussion was focused on 6.3.1.010, B – archiving email, for whom and for what length of time. There was some concern that the retention schedules be published, as some jurisdictions have done. Tom Norris indicated that all of the schedules were being reviewed to assure that they are meeting the needs of the public and City staff. We were reminded that there are also State and Federal regulations. Dan was interested in also having an index of all records. Dan proposed some language which Lisa will incorporate.</p> <p>This report will go to the full Task Force for final approval on February 21, 2008.</p>		
4.	Public Comment – none		
Last Meeting of the Technology Subcommittee.			

**NOTE:** If you have questions, please contact Dottie Disher, Office of the City Clerk, 535-1259.